

CTE PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN THE TEACHING OF ENGLISH AS A SECOND LANGUAGE (CTE)



**School of Humanities
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068**

**CERTIFICATE PROGRAMME
IN THE TEACHING OF ENGLISH AS A SECOND LANGUAGE**

Programme Code	:	CTE
Programme Credits	:	16
Eligibility	:	1. B.A., B.Sc., B.Com OR 2. 3 years of B.EL. Ed (completion certificate from relevant authorities) OR 3. 10+2 with two years teaching experience or if you have completed Primary Teachers Training or Elementary Teachers Training of two years duration run by any State Government.
Duration	:	Minimum: 6 months Maximum: 2 years
Programme Fees	:	Rs. 2600/- including Rs. 200/- Registration Fee.

(Please attach necessary certificates and make a payment of Rs. 2600/- with the application form while doing admission online).

Programme Begins: January/July Term End Examination: June/December

Dates of submission of Examination Form online:

For June TEE	Late Fee	For December TEE	Late Fee
1 March to 30 April*	NIL	1 September to 31 October	NIL
1 May to 10 May **	Rs. 1000/-	1 November to 10 November *	Rs. 1000/-

* Examination forms must be submitted only online as per guidelines through IGNOU website www.ignou.ac.in

** During these dates submit the examination form with late fee to concerned Regional Centre (for outside Delhi); for Delhi, exam for these students will be conducted at Regional Centre city only. For Delhi submit to the RC-I, RC-II & RC-III (whichever one you come under).

For more information about the examination form or any other information about the University, please access the IGNOU website www.ignou.ac.in

Course Coordinators:

**Prof. Nandini Sahu (CTE 101, CTE 102, CTE 103) P.No.01129572785
and Dr. Malathy A (CTE 104, CTE 105)P.No.011-29572779**

You may write to us regarding academic information

**The Director, School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110 068**

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Important Information

“The University sends study materials to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”

*“Assignments, can be downloaded from the IGNOU website-
www.ignou.ac.in”*

“Examination forms may be submitted online during prescribed dates. They are also advised to submit the Registration/Re-registration forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.”

THE UNIVERSITY

INTRODUCTION

Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives

- democratizing higher education by taking education to the doorsteps of the students
- providing access to high quality education to all those who seek it irrespective of age, region, or formal qualifications
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India

THE SCHOOLS OF STUDIES

With a view to developing academic excellence, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in co-ordination with the School staff and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies in operation currently are as follows:-

School of Computer & Information Sciences	School of Journalism & New Media Studies
School of Continuing Education	School of Gender & Development Studies
School of Education	School of Tourism Hospitality Service Sectoral Management
School of Engineering & Technology	School of Interdisciplinary & Trans-disciplinary Studies
School of Health Sciences	School of Social Work
School of Humanities	School of Vocational Education & Training
School of Management Studies	School of Extension & Development Studies
School of Sciences	School of Foreign Languages
School of Social Sciences	School of Translation Studies and Training
School of Agriculture	School of Performing and Visual Arts
School of Law	

ACADEMICPROGRAMMES

The University offers both short-term programmes leading to Certificate, Diploma or Degree, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies. They are launched with a view to fulfill the student's needs for:

- certification
- improvement of skills
- acquisition of professional qualifications
- continuing education and professional development at the workplace
- self-enrichment
- diversification and updation of knowledge, and
- empowerment

INSTRUCTIONAL SYSTEM

The University follows a multi-media approach in imparting instruction to its learners. It comprises:

- Self instructional printed course material packages
- Assignments for assessment and feedback Supportive
- audio-video programmes
- Face-to face interaction with academic counsellors at Study Centres and, depending on programme requirement, at work centres.
- Practical's at designated institutions
- Project Work in some programmes
- Work related field project/functional assignments as per Programme requirements
- Telecast of video programmes on Gyan Darshan and Gyan Vani
- Broadcast of audio programmes by All India Radio (selected stations)

COURSE PREPARATION

Learning material is specially prepared by a team of experts drawn from different Universities/Institutions all over the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video recordings are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally dispatched to the Study Centres and telecast on Gyan Darshan.

CREDIT SYSTEM

The University follows a 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconferencing and writing assignment responses). Thus, a four- credit course involves 120 hours. This helps the student to understand the academic effort s/he has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of the assignments as well as the term-end examination of each course in a programme.

SUPPORT SERVICES

In order to provide individualized support to its learners, the University has a number of Study Centres, Programme Study Centres and Work Centres throughout the country. These are coordinated by 56 Regional Centres and 15 Recognized Regional Centres as on date. At the Study Centres, the students interact with the Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

Support Services are also provided through Work Centres, Programme Specific Centres, Skill Development Centres and Special Study Centres.

UNIVERSITY RULES

RESERVATION

The University provides reservation of seats for Schedules Castes, Schedule Tribes, War widows, Kashmiri Migrants and Physically Handicapped learners, as per the existing Government of India rules, for various programmes of the University.

SCHOLARSHIPS AND REIMBURSEMENT OF FEE

Reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped learners are to pay full fee at the time of admission to the University along with other general category candidates. SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the School Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

Similarly, physically handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRES

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to Student Registration Division, Maidan Garhi, New Delhi-110068. Requests received directly will not be entertained. The form for change of address can also be downloaded from www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the centres. As such, learners are advised to make sure that Counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of address and Study Centre are not permitted until admissions are finalized. Similarly, change of study centre is not permissible in programmes where practical components are involved. For CIC/BCA/MCA students of Delhi Region, Study Centres will be allotted as per availability of seats; therefore, study centre once allotted will not be changed.

Depending on actual number of learners, choosing a centre, or due to other operational reasons, the University may deactivate a Study Centre/Programme Study Centre and the

learners of the deactivated centre will be attached to another centre. The concerned Regional Centre will inform the concerned learner about the change after admissions are finalized.

CHANGE OF REGION

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division and the learner. For change of region in practical oriented programmes like computer programmes, B.Sc. etc., NOC is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/Air force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle the required programme fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

VALIDITY OF ADMISSION LISTS

Candidates who are offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

INCOMPLETE AND LATE APPLICATIONS

Incomplete and late application forms/Re-registration forms, forms with wrong options of courses or electives in degree and diploma programmes and forms containing false information will be summarily rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose all the attested copies of the necessary certificates asked for, and submit the form to the Regional Director concerned on or before the due date. In this regard no correspondence will be entertained.

SIMULTANEOUS REGISTRATION

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counseling or examination schedule of the two programmes taken, University will not be in a position to make adjustments.

RE-ADMISSION

The students who are not able to clear their programmes within the maximum duration allowed can take re-admission for additional 6 months. The student has to make payment per course on the pro rata basis. The details of pro rata fee and the re-admission form are available at the RC for the courses which they have not been able to complete.

DISPUTES ON ADMISSION & OTHER UNIVERSITY MATTERS

The place of jurisdiction for filing of a Suit, if necessary, will be only New Delhi/Delhi.

CERTIFICATE PROGRAMME IN THE TEACHING OF ENGLISH AS A SECOND LANGUAGE

SCHOOL OF HUMANITIES

The School of Humanities offers a number of courses:

Doctoral Degree	Doctor of Philosophy in English (PhD in English)	
	Doctor of Philosophy in Hindi (PhD in Hindi)	
Master's Degree (Hindi)(MHD)	Master of Arts (English) MEG	Master of Arts
Bachelor's Degree	Bachelors Degree Programme(BDP)	
	Bachelor of Arts (Urdu) (BA (Urdu))	
	Bachelor of Arts (Hindi) (BA(HN))	
	Bachelor of Arts (English) (BA Eng))	
PG and Advance Diploma	Post-Graduate Diploma in Book Publishing(PGDBP)	
Diploma	Diploma in Creative Writing in English(DCE)	
	Diploma in Urdu(DUL)	
Certificate	Certificate in Teaching English as a Second Language (CTE)	
	Certificate in Urdu Language(CUL)	
	Certificate Programme in Functional English (Basic level) (CFE)	

WHO IS CTE MEANT FOR?

The Certificate Programme in the Teaching of English as a Second Language is meant for any graduate (B.A., B.Sc., B.Com.) who is teaching in a school or aspires to teach in one. The person should be interested in teaching English as effectively and innovatively as possible

Even non-graduates (those who have completed 10+2) can do the programme, but they must be already teaching in a school for two years, or must have completed Primary Teacher Training or Elementary Teacher Training of two years duration run by any State Government. Students with three years of B.EL.ED may also apply.

Applicants are required to fill in and submit the application form printed in this booklet. In case you have completed 10+2 and have two years' teaching experience, a certificate from the Principal of your school is required as proof.

WHAT ARE THE AIMS OF THE PROGRAMME (CTE)?

In a nutshell, the Programme will enhance the teachers' understanding of the learners, the learning process, the nature and structure of language, and the teaching of it in terms of new and more effective methodologies of classroom management, material selection and evaluation. This programme will help the teacher to:

- a gain insights about the language learner, not only as a cognitive entity, but as a social being, functioning in a multilingual environment.
- b understand the nature of language as a dynamic entity, subject to variation and change. enhance her/his proficiency in English, not only in terms of the structure of English (sounds, words, grammar) but also at the level of discourse.
- d critically reflect over her/his classroom experience and innovate in teaching strategies, so that s/he may be able to more effectively teach the four skills of speaking, listening, reading and writing.

- e upgrade herself/himself in the new theories that are prevalent in terms of the learner, the learning process, classroom management, material selection and creation, evaluation and methodology of teaching.
- f conduct action research

DURATION

You may complete it in 6 months, but you must complete it in 2 years. If you wish to do it in three months, you are not allowed to do so. But, if for some reason you cannot complete it in 2 years, you will have to re-register and pay the required fees.

FEE

Programme fee is Rs. 2600/- including Rs. 200/- Registration Fee. This fee can be paid through online mode only. Please pay as per instructions through IGNOU website www.ignou.ac.in

PROGRAMME STRUCTURE

The Certificate Programme in the Teaching of English as a Second Language offers three compulsory core courses and two optional courses, of which the candidate has to choose one. Each course has a course code, namely CTE-1, CTE-2, etc. as well as a course title. This programme is of 16 credits. Each course is of 4 credits.

Now let us look at the overall scheme of the courses:

Programme	Course Code	Course	Course Status	Credits
Certificate Programme in the Teaching of English as a Second Language	CTE101	The Language and the Learner	Compulsory	4
	CTE102	The Structure of English	Compulsory	4
	CTE103	Teaching Strategies	Compulsory	4
	CTE104	Teaching English - Elementary School	Optional	4
	CTE105	Teaching English – Secondary School	Optional	4
				(choose any one Course from the optional)

You are required to successfully complete the three compulsory courses (of 4 credits each) and any one of the two optional courses (4 credits each) in order to obtain a Certificate in the Teaching of English as a Second Language. In short you will need to collect 16 credits to get the Certificate.

HOW TO COMPLETE THE PROGRAMME

IGNOU provides a great deal of flexibility in choosing and deciding when to complete the programme and in sitting for exams according to one's convenience. You must make full use of these options. The programme begins in January/July and you may complete it in a minimum duration of 6 months or go up to a maximum of two years. You may sit for the term end exams in June or December of the same year.

STUDY MATERIAL

PRINT MATERIAL

Each course of this programme is complete in itself although it is linked with the other courses. Each course consists of 4 books which are called BLOCKS. Each block has a title and number. The block consists of 3 to 6 lessons which are called Units.

AUDIO AND VIDEO PROGRAMMES

The audio and video programmes are meant to supplement the print material. You will grasp some of the concepts/ideas given in the print material more clearly with the help of the audio-visual media.

Some of the audio programmes are discussions with experts in the area, so this is a chance for you to hear their viewpoint. The video programmes often deal with actual classroom teaching, and this would certainly give you ideas that you could put to use in your own teaching. The audio video programmes are normally played at the Study Centres during the Counselling session.

NOTE: The Video programmes are telecast on the National Network and Gyan Darshan and **Gyan Vani** Channel. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates of the programmes from their Regional Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

TELECONFERENCING

Counselling would be backed up by teleconferencing. Eminent teachers/educationists will be invited to conduct these sessions. In these sessions, besides the innovative ideas that will be suggested to you, you may also clarify any doubts that you have regarding the course materials.

SUPPORT SERVICES STUDY CENTRES

IGNOU has established Study Centres throughout the country. These centres will have four major functions: organizing contact programmes, providing library facilities, disseminating information and advice, and making audio/video services available.

You will be allotted a Study Centre near your place of residence or work. You will also be attached to counsellors. They will be the immediate point of contact for you, and will guide you in the study of the Courses.

COUNSELLING SESSIONS

In distance education, face-to-face contact between the learners and their tutors/counsellors, though minimal, is an important activity. The purpose of such a contact session is to answer some of your questions and to clarify your doubts, give you practice in the various skills and also give you an opportunity to meet your peers and set up study-groups. The counselling sessions are not compulsory.

Obviously, counselling sessions will be very different from usual teaching or lectures. Your tutors/counsellors will not be delivering lectures or speeches. They will try to help you overcome the difficulties which you may face (academic as well as personal) while studying for CTE. Besides, some of the audio and video recordings that are available at that time will be played, and their content could be analyzed and discussed.

The counselling sessions will be usually conducted at the nearest Study Centre close to your residence. Before you go to attend the counselling sessions, please go through your course materials. Unless you have gone through the Units/Blocks, there may not be much to discuss. During the counselling session try to concentrate on the relevant and the more important issues. You may also establish personal contact with your fellow participants to get mutual help and exchange ideas. Try to get the maximum possible help from your counsellors/tutors and peers.

TERM END EVALUATION

The evaluation of the performance of the students in the term end examination will be based on both marks and grading

system.

Letter Grade	Notional Correlates	Corresponding Percentage in Numerical Marks
A	Excellent	70% and above
B	Very Good	55% and above but less than 70%
C	Good	45% and above but less than 55%
D	Satisfactory	35% and above but less than 45%
E	Unsatisfactory	below 35%

The degrees and diplomas of this University are recognized and have the same status as those of any other Central and State University in the country.

Term End Examinations will be conducted twice a year in June and in December.

COURSE DESCRIPTION

CREDITS: Each course is of 4 credits. You must obtain a total of 16 credits in order to qualify for the Certificate in the Teaching of English as a Second Language.

Course 1 (Compulsory): The Language and the Learner

The focus of this Course is the learner, so it was decided that we should begin with a profile of the learners in terms of their needs (personal, social and affective) and the multilingual environment in which they live. This could be used by the teacher in the teaching-learning process. An important part of this course would be an introduction to the nature of language, how both the first and the second language is acquired, and specifically the stages in second language acquisition. In the last block, Block 4, we will introduce you to the multilingual environment of the learner.

Block 1	The Language Learner
Block 2	The Nature of Language Learning
Block 3	The Multilingual World of the Learner
Block 4	English and Its Varieties

Course 2 (Compulsory): The Structure of English

One of the main aims of this course is to show you that language is a dynamic entity, subject to variation and change. English is spoken differently in different parts of the world, as well as in different regions of India. The over emphasis on purist 'norms' and 'standards' should be avoided by the teacher.

Another major objective of this course is to enhance the proficiency of the teacher in English. It was decided in this regard that we would follow a top-down approach, i.e. start with discourse, and then move on to sentence types, words and finally sounds. This would give the teacher a perspective on the organisation of language beyond the level of the sentence. The language teacher is familiar with the sentence-based approach, and sentences fall in the domain of grammar. But to understand the true nature of language, it becomes necessary to look at what goes beyond the sentence, and to incorporate these insights into the teaching of language.

Block 1	The Nature of Text
Block 2	Sentence Types: Form and Function

- Block 3 Word Formation Strategies
- Block 4 Sounds of English

Course 3 (Compulsory): Teaching Strategies

This course gives new insights about classroom strategies in terms of classroom organisation and management. It deals with effective methods and strategies used in teaching the different skills of listening, speaking, reading and writing. It also gives a theoretical update on the teaching of these four skills. An important part of a teacher's job is material selection, creation and adaptation. We have, therefore, devoted a whole block to this aspect.

- Block 1 The Teacher in the Classroom
- Block 2 Integration of Skills
- Block 3 Material and Resources for Language
- Block 4 Language Testing for the ESL Classroom

Course 4 and 5 (Optional)

- Course 4: Teaching English–Elementary School
 - Course 5: Teaching English – Secondary School
- OR

The participant may choose any one course.

In both the courses we give a profile of the learners at the different stages, and the teacher's role in dealing with such learners. We also focus on the disadvantaged learners and learners with minor disabilities.

These courses are practical courses, where the different skills are taught by taking into account actual case histories and teaching experiences. These courses can be used as resource material for practicing teachers which they can actually use in the classroom.

Option I

Course 4: Teaching English – Elementary School

- Block 1 Pupil and Teacher
- Block 2 Listening and Speaking
- Block 3 Reading Skill
- Block 4 Writing Skill

Option II

Course 5: Teaching English – Secondary School

- Block 1 The Role of the Learner and the Teacher
- Block 2 Teaching- Learning Listening Comprehension and Speaking
- Block 3 Teaching -Learning Reading Comprehension
- Block 4 Teaching – Learning Writing and Grammar

A detailed Description of the Programme is given below:

Course Code : CTE-101

Course Code:CTE-101 (Compulsory)	Course Title: The Language and the Learner	
Blocks and Units Number and Title	Audio Tapes	Video

1. The Language Learner

1. Who are the Learners of Language-1?
2. Who are the Learners of Language –2?
3. Learner Factors in Second Language Acquisition –1
4. Learner Factors in Second Language Acquisition –2

2. The Nature of Language Learning

1. Language Learning and Language Acquisition
2. Stages of Language and Learning
3. Strategies of Learning-1
4. Strategies of Learning-2

3. The Multilingual World of the Learner

1. Being a Multilingual
2. Using Multilingualism as a Resource
3. Code-Switching and Code-Mixing

4. English and its Varieties

1. Role of English in India - Varieties, Status and Function
2. Indianization of English
3. Status and Role of English in the Global World

Course Code:CTE-102 (Compulsory)	Course Title: The Structure of English	
Blocks and Units Number and Title	Audio Tapes	Video

- 1. The Nature of the Text**
 1. What is a Text?
 2. The Discourse Perspective
 3. Application of Text Analysis to Teaching the Four Language Skills

- 2. Sentence Type: Form and Function**
 1. Basic Sentence Patterns in English
 2. The Noun Phrase
 3. The Verb Phrase
 4. Compound and Complex Sentences
 5. Sentence Transformations

- 3. Word Formation Strategies**
 1. Word Patterns
 2. Inflectional Morphology of English-I
 3. Inflectional Morphology of English-II
 4. Derivational Morphology of English

- 4. Sounds of English**
 1. The Consonants of English
 2. The vowels of English
 3. Word Stress in English
 4. Stress and Rhythm in Connected

Course Code:CTE-103 (Compulsory)	Course Title: Teaching Strategies	
Blocks and Units Number and Title	Audio Tapes	Video

1. The Teacher in the Classroom

1. Approaches, Methods and Techniques in English Language Teaching
2. Daily Lesson Plans and Strategies for Classroom Transaction-1
3. Daily Lesson Plans and Strategies for Classroom Transaction-2
4. Monitoring Instruction: The Reflective Teacher
5. Experimenting with Teaching

2. Integration of Skills

1. Developing Language Abilities
2. Developing the Listening Ability
3. Developing the Speaking Ability
4. Developing the Reading Ability
5. Developing the Writing Ability

3. Materials and Resources for Language

1. Teaching Materials - Their Need and Significance
2. Evaluating and Adapting Instructional Material
3. ICT and Teaching of English
4. Web-Based Resources for Teaching English

4. Language Testing for the ESL Classroom

1. Types and Purposes of Language Test
2. The History and Principles of Assessment
3. Designing Tests for Classroom Purposes: Issues and Steps
4. Scoring and Evaluating Learners
5. Alternatives in Assessment

Blocks and Units Number and Title	Audios	Videos
1. Pupil and Teacher		
1. The Young Learner		
2. Emergent Literacy		
3. Teaching the Underprivileged Learners		
4. Language Based Learning Disabilities		
	Audios	
	1. Identifying the Special Learner	
	2. Classroom Management– Elementary School	
	3. Role of the Teacher-Elementary School	
2. Listening and Speaking		
1. Listening at the Primary School		
2. Listening for Perception and Comprehension		
3. Teaching Speaking		
4. Evaluation of Listening and Speaking	4&5	Once Upon a Time –1&2
3. Reading Skill		
1. Teaching Reading		
2. Teaching Reading Strategies-1		
3. Teaching Reading Strategies-2		
4. Vocabulary Development		
5. Teaching Grammar		
4. Writing Skill		
1. The Mechanics of Writing		
2. Creating a Writing Environment		
3. Types of Writing at the Elementary School		
4. Writing Process with Beginners		
5. Assessing Writing		

CourseCode:CTE-105
(Optional)

Course Title:

Teaching English
Secondary School

Blocks and Units Number and Title

Audios

Videos

1. The Role of the Learner and the Teacher

Audio

1. The Learner at the Secondary School Level
2. Teaching the Underprivileged Learners
3. Helping the Learner to be Autonomous

Reaching out to the special learner

2. Teaching-Learning Listening Comprehension and Speaking

1. Teaching Listening-I
2. Teaching Listening-II
3. Developing Speaking Skills
4. Speaking Activities
5. Assessing Listening and Speaking Skills

3. Teaching-Learning Reading Comprehension

1. Teaching-Learning Reading Comprehension
2. Teaching-Learning Vocabulary
4. Teaching Literary Texts-I
5. Teaching Literary Texts-II

(i)

Videos
Drama Techniques in
Language Learning

(ii)

Teaching Poetry Through
Drama Techniques

(iii)

Teaching Prose Through Drama
Techniques

4. Teaching Writing and Grammar

1. The Writing Process
2. Different Types of Writing
3. Teaching Study Skills
4. Teaching Grammar to Advanced Learners in Higher Classes

New Type Activities and Games

EVALUATION

The evaluation consists of two parts: 1) continuous evaluation through assignments, and 2) term-end examination. In the final result all the assignments of a course carry 30% weightage while 70% weightage is given to term-end examination. You will have to complete three assignments for this programme, one for each course.

You are required to score at least 35% marks in both continuous evaluation (assignments) as well as term-end examinations separately. In the overall computation also you must get at least 35% marks in each course to claim the Certificate Programme in Functional English (basic level).

Instructions for Tutor-Marked Assignments (TMA)

Before attempting the TMAs kindly read these instructions very carefully.

ASSIGNMENTS

Assignments constitute the continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations.

You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments on time, i.e. for the December term-end examination, the last date of submission is 30 September and for the June term-end examination, the last date of submission is 31 March.

The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it. The assignments are designed in such a way so as to help you concentrate mainly on the printed course materials and exploit your personal experience. However, if you have easy access to other books, you may make use of them.

All assignments are Tutor-Marked Assignments (TMA). For each CTE course there is one assignment that you must attempt. Whenever you receive a set of material and assignments, check them immediately and ask for missing pages, if any, from Material Production and Distribution Division, (IGNOU, Maidan Garhi, New Delhi – 110 068) or the Coordinator of your study centre.

The University/Coordinator of the Study Centre has the right not to entertain or to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get a passing grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade.

EXAMINATIONS

The primary component of the evaluation in CTE is the term-end examination. For each Course, a student will have to obtain at least a Dgrade .The overall average should beatleastDgradeforthesuccessfulcompletionofaprogramme.Thelettergrade system used for terminal examination has already been explained in the section on Evaluation.

If a student fails to clear all the subjects in his/her first attempt, s/he can clear them in the subsequent examinations. The term-end examination in CTE will comprise four papers, i.e., one paper each for the four courses in CTE. The duration of each paper is three hours. Each paper in CTE carries 100marks.

TERM-END EXAMINATION

The University conducts term-end examination twice a year in the month of June and December every year. Students will be permitted to appear in term-end examination subject to the condition that registration for the courses in which they wish to appear is valid, maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

EXAMINATION FEE

Examination fee of Rs. 200/- per course must be submitted only on-line as per guidelines through IGNOU website: www.ignou.ac.in

EXAMINATION CENTRE

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For this purpose you are advised to go through the list of study centres available in the Student Handbook and prospectus/programme guide. In case any student wishes to take the examination at a particular centre, the codes of the chosen centre be filled up as examination centre code. However, if the examination centre chosen by a student is not activated, the University will allot another examination centre under the same Region.

• DATE OF SUBMISSION OF EXAMINATION FORMS

For June TEE	Late Fee	For December TEE	Late Fee	Where to submit the form
1 March to 30 April	NIL	1 Sept to 31 October	NIL	Online. Please see IGNOU website www.ignou.ac.in
1 May to 10 May	Rs. 1000/-	1 Nov to 10 Nov	Rs. 1000/-	For outside Delhi students (concerned Regional Centre) for Delhi Students RC-1, RC- II and RC-III (whichever one you come under)

- To avoid discrepancies in filling up examination form/hardship in appearing in the term-end examination students are advised to:

1. remain in touch with your Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses for which result is awaited.
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

ISSUE OF EXAMINATION HALL TICKET

University issues Examination Hall Ticket to the students at least two weeks before the commencement of term-end examination. The same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the student can download the hall ticket from the website and approach the exam centre for appearing in the exam.

EARLY DECLARATION OF RESULTS

In order to facilitate the students who have got offer of admission and or selected for employment etc and are required to produce marks-sheet/grade card by a specified given date, they may apply for early process of their answer-scripts and declaration of the results for this purpose. Students are required to apply in the specified format available on the University website with a fee of Rs.1000/- per course along with the attested photocopy of the offer of admission/employment. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e. before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer-scripts and declare the results as a special case.

RE-EVALUATION OF ANSWER-SCRIPT(S)

The University has replaced the scheme of rechecking with the re-evaluation whereby the answer-scripts will be re-evaluated by another Evaluator in case the students are not satisfied with the marks/grades secured by them in Term-end Examination. Such students can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University Website on payment of Rs.750/- per course in the prescribed application form available on the University Website. The better of the two courses or original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the students' record as applicable and the revised grade card/mark sheet will be sent to the student within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals, Assignments, and Seminars etc.

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

Sl. No.	RC Name	RC Code	Address	Jurisdiction
1	AGARTALA	26	IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALA, COLLEGE TILLA, AGARTALA - 799 004 TRIPURA 0381-2519391, 0381-2516714 0381-2516266, rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI, AHMEDABAD - 382 481, GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN (U.T.) AND DADARA & NAGAR HAVELI (U.T.)
3	AIZAWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPHIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWAL - 796 012, MIZORAM, 0389-2391789 0389-2391692 / 2395260 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH - 202 001, UTTAR PRADESH, 0571-2700120 / 2701365, 0571-2402147 rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI)
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK, JAYANAGAR, BANGALORE - 560 070, KARNATAKA 080-26654747/26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJA NAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA, CENTRAL JAIL ROAD, TILKAMANJHI, BHAGALPUR, BIHAR 812001,0641- 2610055/2610066, 0641-2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)

7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524, 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA, BHUBANESHWAR - 751 013, ODISHA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRA PARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANAND MAHAL, OLD ZP OFFICE, (EX OFFICE OF MP), VIJAYAPURA-586101 08352-252006, 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIRI, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA COVERING (DISTRICTS SOLAPUR, LATUR)
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109, HARYANA, 0172-2590277, 2590278, 0172-2590208, 0172- 2590279, rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY, CHENNAI-600007 rcchennai@ignou.ac.in 044-26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)
12	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR, COCHIN - 682 017 KERALA, 0484-2340203 / 2348189, 2345650, 2337077, 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA - 846 004, BIHAR, 06272-251862 06272-251833, 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)

14	DEHRA DUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD, DEHRADUN - 248 008, UTTARAKHAND 0135-2789200, 0135-2789205 0135-2789180 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J- 2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL, ESTATE, MATHURA ROAD, NEW DELHI - 110 044, DELHI 011-26990082 /26990082-83 011-26058354, 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDA BAD, PALWAL)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002 011-23392374 /23392376 23392377 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLAD PUR, BANGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOL PURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJRA, BURARI, MUKHER JEE NAGAR, MODEL TOWN, SHAKUR PUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI)
17	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERA GARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKAS PURI, SUBHASH NAGAR, UTTAM NGR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR JASIDIH, JHARKHAND 814142, 06432-34448 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTO K	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM, GANKTOK - 737 102, SIKKIM, 0359-231102/270923 0359-231103, rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)

20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI, GUWAHATI, ASSAM 781005 0361-2343771 / 2343785 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA-MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS, PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 TELANGANA, 040-23117550 9492451812 rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANAGAON, JAYASHANAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIM NAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGARKURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGA REDDY, SANGA REDDY, SIDDI PET, SURYAPET, VIKARABAD, WANA PARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUANAGIRI.)
22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C., IMPHAL - 795 001, MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.), NAHARLAGUN, PAPUM PARE, ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538, 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI, DURGA VATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 0761-2609919, rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7, PATEL MARG, MANSAROVAR,	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA,

			JAIPUR - 302 020, RAJASTHAN, 0141-2785730, 0141-2396427, 0141-2785763 0141-2784043, rcjaipur@ignou.ac.in	DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAU LI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GOVT. SPMR COLLEGE OF COMMERCE, AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD, JAMMU - 180 001, J & K 0191-2579572 / 2546529 0191-2502921, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 439, PAL LINK ROAD, OPP. KAMALA NAGAR HOSPITAL, JODHPUR, RAJASTHAN 342008, 0291-2755424, 0291-2751524, 0291-2756579, rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH, NEAR NEHRU PARK, JORHAT – 785001, ASSAM 0376-2301116, 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY KARNAL-132 001 HARYANA 0184-2271514 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR) AND CHARKHI DADRI
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401, PUNJAB 01628-229993 01628-237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANS Hahr, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT)
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO HR.SEC SCHOOL ROAD, KENUOZOU, KOHIMA - 797 001, AGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA

			FLOOR, NORTH BLOCK SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091, WEST BENGAL 033-23349850, 033-23592719 / 23589323 (RCL), 033-24739393, 033-23347576 rckolkata@ignou.ac.in	MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020, ODISHA 06852-251535, 06852-251535 06852-252503 rckorapat@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)
34	LUCKNO W	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH, LUCKNOW 226 029, UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI, 625 018 TAMIL NADU, 0452-2380775 / 2380733, 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHA PURAM, SIVAGANGA, THANJAVUR, THENI, THIRU VARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G. ROAD, OPP TO MULUND RLY. STATION, MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA, 022-25925540 / 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYANVATIKA" 14, HINDUSTANCOLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)

			0712-2536999,2537999 0712-2538999, rcnagpur@ignou.ac.in	
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS ALTO PORVORIM 403 521 GOA,0832-2414553 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541, 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BLDG, NEAR SYNDICATE BANK 18, TAGOREROAD, MOHANPURA, PORT BLAIR- 744 101, ANDAMAN & NICOBARISLANDS 03192-242888 / 230111/230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING,270, SENAPATI BAPAT ROAD, PUNE - 411 016 MAHARASHTRA PH. OFF : 020-25671867 FAX :020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK,OSMANABAD, PUNE, SANGALI,SATARA)
43	RAGHUN ATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FULTALA,MURSHIDA BAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666, 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)

44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA, POST: SADDU RAIPUR - 492014 CHHATTISGARH 0771-2283285 /2971322 E- Mail: rcraipur@ignou.ac.in www.ignourcraipur.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS, RAJKOT 360 005, GUJARAT 0281-2572988, 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR, SAHARSA 852201, BIHAR 06478-219014, 219015, 219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIA, KISHANGANJ & PURNIA)
48	SHILLON G	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH NEHU CAMPUS, SHILLONG - 793 022, MEGHALAYA 0364- 2550088/2550102 / 2550015 0364-2551010, rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BLDG, KHALINI, SHIMLA- 171 002 HIMACHAL PRADESH-0177- 2624612, 18001808055 (TOLL FREE) 0177-2624611, rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY, SILIGURI - 734 001, WEST BENGAL 0353-2526818/2526819 0353-2526829, 0353-2526829 rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)

51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN, KURSU RAJ BAGH, SRINAGAR - 190008 JAMMU & KASHMIR 0194-2311251,0194-2311258 0194-2421506,0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI BUILDING KILLIPALAM, KARAMANA P O, TRIVANDRUM – 695 002, KERALA, 0471 – 234413/ 2344120, MOB : 9447044132, 0471-2344121, rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS, VARANASI 221005, UTTAR PRADESH 0542-2368622, 0542-2369629 0542-2368448, rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, PRATAPGARH, SULTANPUR)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR, NUT STREET (PO), VATAKARA, KOZHIKODE 673104, KERALA 0496-2525281, 0496-2516055 0496-2515413, rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL, PREMISES, KOTHAPET, VIJAYAWADA 520 001, ANDHRA PRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56	VISAKHAPATNAM	84	IGNOU REGIONAL CENTRE 2ND FL VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200,0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM- PUDUCHERRY(UT)]

**IGNOU – ARMY RECOGNIZED REGIONAL CENTRES
(For ARMY Personnel Only)**

SL. NO.	RC NAME	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	IAEP – KOLKATA, REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND, C/O 99 APO KOLKATA - 908 542, WEST BENGAL 033-22222668(CIVIL),2670(MILITARY), 033-22222668,rcarmy51@ignou.ac.in rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	IAEP – CHANDIMANDIR, REGIONAL DIRECTOR, IGNOU ARMY RECOG. REG. CENTRE, COL. EDUCATION (G.S.EDU.BRANCH), HQ WESTERN COMMAND, CHANDIMANDIR-134107, HARYANA, 0172-2589355,(CIVIL)2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	IAEP – LUCKNOW, REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN),LUCKNOW - 226002 UTTAR PRADESH, 0522-2482968(CIVIL); 2670(MIL), iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	IAEP – PUNE, REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, H Q SOUTHERN COMMAND, HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	IAEP - UDHAMPUR REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
06	IAEP - JAIPUR	56	IAEP – JAIPUR, REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546, JAIPUR RAJASTHAN, 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND

**IGNOU – NAVY RECOGNIZED REGIONAL CENTRES
(For NAVY Personnel Only)**

Sl. No.	RC Name	RC Code	Address	Jurisdiction
01	INEP NEW DELHI	71	INEP - NEW DELHI REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110 066 011- 26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
02	INEP - MUMBAI	72	INEP - MUMBAI REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023, MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
03	INEP - VISAKHAP ATNAM	73	INEP - VISAKHAPATNAM REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH, 0891-2812669 0891-2515834, rc73@ignou.ac.ininepv@hotmail.com	HQ EASTERN NAVAL COMMAND
04	INEP - KOCHI	74	INEP – KOCHI, REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE, HQ SOUTHERN NAVAL COMMAND, KOCHI - 682 004 KERALA, 0484-266210,2662515 0484-2666194, inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

**IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)**

Sl. No.	RC Name	RC Code	Address	Jurisdiction
01	IAREP - SHILLONG	81	IAREP - SHILLONG REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR), LAITUMUKHRAH SHILLONG - 793 011, MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

List of Important Forms:

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2	Form for Re-evaluation of Answer Script	35
3	Form for Early Declaration Result of Term-end Examination	37
4	Form for obtaining Duplicate Grade Card/Marksheet	39
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6	Form for Issue of Provisional Certificate	41

The Registrar
Materials Production and Distribution Division
Indira Gandhi National Open University
MaidanGarhi, New Delhi-110068

Sub: Non-receipt of Study Material and Assignments

Enrolment No.

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Programme:

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I have not received the study Materials/Assignments in respect of the following:

Sl. No.	Course Code	Blocks	Assignments
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I have remitted all the dues towards the course fee and there is No change in my address given as follows:

Name and Address: _____ Signature _____
Date: _____

For Official Use

Date of despatch of study material/assignments to students _____

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation/Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form.

Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'

- 7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:
 - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



Control No.....

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

Name

Enrolment No.

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Address

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Pin

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Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

Rs. 200/-
for in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card registered post. Rs. 200/-
The duplicate grade card/mark sheet will be sent by

The filled in form with the requisite fee is to be sent to :

The Registrar (Student Evaluation Division)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068

Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	For Office Use Only
S.No. Assignment No.	Sr. No. : <input type="text"/>
	Date of Receipt : <input type="text"/>
	Name of Evaluator : <input type="text"/>
	Date of despatch to the Evaluator : <input type="text"/>
	Date of receipt from evaluator : <input type="text"/>
Sig. of dealing accountant	
Date : <input type="text"/>	

ignou THE PEOPLES UNIVERSITY		INDIRA GANDHI NATIONAL OPEN UNIVERSITY THE PEOPLES ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. : <input type="text"/>	<input type="text"/>	Programme : <input type="text"/>	<input type="text"/>
Name : <input type="text"/>	<input type="text"/>	Medium : <input type="text"/>	<input type="text"/>
Course Code : <input type="text"/>	<input type="text"/>	FOR OFFICE USE ONLY	
S.No. Assignment No.	<input type="text"/>	Sr. No. : <input type="text"/>	<input type="text"/>
	<input type="text"/>	Signature of the receiver	<input type="text"/>
	<input type="text"/>	Date : <input type="text"/>	<input type="text"/>
Signature of the student	<input type="text"/>		Seal
Date : <input type="text"/>	<input type="text"/>		

Notes : 1. Submit this form to the coordinator of your study centre along with the assignment.
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

ignou THE PEOPLES UNIVERSITY		INDIRA GANDHI NATIONAL OPEN UNIVERSITY CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE	
Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
Name	<input type="text"/>	Date Change effective from	<input type="text"/>
New Address	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
Town	<input type="text"/>		
State	<input type="text"/>		
State Code	<input type="text"/>		
(See Code List 2 of Guide to Applicant)			
Signature :	<input type="text"/>	Date :	<input type="text"/>
		New Study Centre Code :	<input type="text"/>

If you change your address please complete the form using block capitals and indicating :

- Programme of Study
- Enrolment Number
- Name
- New or corrected Address including Pin
- New Study Centre Code
- Choice for Medium of Study
- Date of Change

For change/correction of address and change of study centre the form should be mailed to :

The Regional Director of your region.

NOTE : TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title:

Regional Centre:.....

Name:

Father's Name

Month and year of last examination in which you have completed the Programme

Mailing Address

.....

.....

..... (Please enclose a copy of your

complete grade card.)

Fill in Application Forms should be sent to:

Registrar (Student Evaluation Division) IGNOU
Maidan Garhi
New Delhi-110 068

Date:.....

.....

Signature

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/ prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anju Sahgal Gupta, Chairperson, SOH	011-29572786	anjugupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	8800736002	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		



Indira Gandhi National Open University

Student Satisfaction Survey

**Kind Attention: All Past and Present Students of IGNOU!
Now you rank our Performance...**

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as a former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable feedback, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

Age Group : Below 30 31-40 41-50 Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

Please indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling cut out this questionnaire and mail it to:
STRIDE, IGNOU, Maidan Garhi, New Delhi-110 068